



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Complaint Form Councillors Code of Conduct

Please use this form for complaints about Stockport Councillors or co-opted members of Stockport Council.

(1). Your Details

(A) Please provide us with your name and contact details:

Title:	
Forename:	
Surname:	
Address:	
Daytime Telephone:	
Evening Telephone:	
Mobile:	
Email:	

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

However, we will tell the following people that you have made this complaint:

- the Member(s) you are complaining about
- the Monitoring Officer of the authority
- the Independent Person

We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it. If you have serious concerns about your name and a summary, or details of your complaint being realised, please complete Section 6 of this form.

(B) Please tell us which complaint type best describes you:

- ☐ Member of the public
 - ☐ An elected or co-opted member of an authority
 - ☐ An Independent member of the standards committee
 - ☐ Member of Parliament
 - ☐ Local Authority Monitoring Officer
 - ☐ Other council officer or authority employee
 - ☐ Other (Please specify _____)

(2) Names of those you wish to Complain about

Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of the authority:

[illegible]

(3) Part of the Code which you consider has been breached:

Please indicate which sections of the Code of Conduct you believe that the member(s) has breached: *(you can tick one or more of the boxes)*

- ☐ Breaching the equality provisions under the Equality Act 2010.
- ☐ Bullying or abusive to any person
- ☐ Intimidating or attempting to intimidate someone who is or is likely to be a complainant or witness in relation to an investigation.
- ☐ Doing anything which comprises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council
- ☐ Disclosing confidential information
- ☐ Preventing another person from gaining access to information
- ☐ Doing anything that compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the authority.
- ☐ Disclosing information given to them in confidence by anyone, or information acquired which he or she believes is of a confidential nature, except where:
- ☐
 - They have the consent of a person authorised to give it; or
 - For professional advice, providing the advisor agrees to maintain the confidentiality; or
 - Where disclosure is reasonable and in the public interest, and this disclosure is made in good faith and in accordance with the council's reasonable requirements
- ☐ Preventing another person from gaining access to information to which that person is entitled to by law.
- ☐ Conduct which could reasonably be regarded as bringing the office or the Council into disrepute.
- ☐ Using or attempting to use his/her position as a member to improperly confer an advantage or disadvantage.
- ☐ When using the authority's resources, or authorising their use by others:
- Not acting in accordance with the authority's requirements; or
 - Allowing such resources to be used for political purposes; or
 - Not having regard to the Local Authority Code of Publicity.

- ☐ When taking decisions:
- Failing to have regard to advice provided by the Section 151 Officer (who oversees financial matters) or Monitoring Officer;
 - Failing to give reasons for those decisions or additional requirements imposed by the council
- ☐ Failing to register any gifts or hospitality (and the source), that they have received in their role as a Member worth over £25.
- ☐ Failing to declare a personal interest at a meeting.
- ☐ Failing to declare a prejudicial interest at a meeting (an interest so significant that it is likely to affect their judgement).
- ☐ Taking part in the discussion or making a decision where they have a prejudicial interest.
- ☐ Improperly influencing a decision about a matter that they have a prejudicial interest in.

Your complaint will be assessed by a Standards Committee Panel within the next few weeks and we will then write to you to let you know the outcome of that assessment and of any further actions which may result from the Panel's consideration of your complaint.

(4) Details of your complaint:

Please explain in this section (or on separate sheets) what the Member(s) has done that you believe breaches the Code of Conduct. If you are complaining about more than one member you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.

It is important that you provide all the information you wish to have taken into account by the assessment sub-committee when it decides whether to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging what the member said or did. For Instance, instead of writing that the member insulted you, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm if there are any witnesses to the alleged conduct and provide their name and contact details if possible.
- You should provide any relevant background information.

Details of your Complaint:

Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form:

(5) Request for Confidentiality (only complete this next section if you are requesting that your identity is kept confidential)

In the interests of fairness and natural justice, we believe members who are complained about have a right to know who has made the complaint. We also believe they have a right to be provided with a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless:

- You have reasonable grounds for believing that you will be at risk of physical harm if your identity is disclosed.
- You suffer from a serious health condition and there are medical risks associated with your identity being disclosed. In such circumstances, the pre-assessment sub-committee may wish to request medical evidence of your condition.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The pre-assessment sub-committee will consider the request alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the option of withdrawing your complaint.

However, it is important to understand that in certain **exceptional** circumstances where the matter complained about is very serious, we can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

Please provide us with the details of why you believe we should withhold your name from the councillor(s) being complained about:

Additional Help

Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

We can also help if English is not your first language.

If you need support in completing this form, please let us know as soon as possible.

If you wish to request support in making your complaint, or wish to discuss your complaint or the complaints process, you can contact us at the addresses given below.

Please return your completed form to:

Email: monitoring.officer@stockport.gov.uk

Post: Monitoring Officer
Stockport Metropolitan Borough Council
Town Hall
Stockport
SK1 3XE

Telephone: 0161 474 3257

Signed:

Date: